



APCD Data Privacy and Security Subcommittee Special Meeting

Draft Meeting Minutes

Date: Friday, May 8, 2015
Time: 9:00 a.m. – 11:00 a.m. EST
Location: Hilton Hartford, Connecticut Ballroom, Salon C

Members Present

Dr. Robert Scalettar (phone), Dr. Robert Aseltine, Demian Fontanella, James Iacobellis, Phyllis Hyman, Matthew Katz (phone), Jean Rexford, Shawn Rutchick, Tracey Scraba, Joshua Wojcik, Dr. Victor Villagra (phone)

Members Absent

None.

Other Participants

Joan Feldman, William Roberts, Dr. Tamim Ahmed, Robert Blundo, Frank Hoefling, Christen Orticari, Susan Rich-Bye, Matthew Salner

I. Call to Order and Introductions

Demian Fontanella called the meeting to order at 9:00 a.m.

II. Public Comment

There was no public comment.

III. Approval of January 8, 2015 Meeting Minutes

Mr. Fontanella asked for a motion to approve the January 8 meeting minutes. **Shawn Rutchick made a motion to accept the minutes. James Iacobellis seconded. Motion passed.**

IV. Chairperson Update

Mr. Fontanella facilitated the meeting on behalf of subcommittee chair, Dr. Robert Scalettar present by phone. He introduced Dr. Tamim Ahmed to announce that Tracey Scraba, Senior Counsel, Aetna Legal and Regulatory Affairs, was joining the Data Privacy and Security Subcommittee as new member. Ms. Scraba had significant experience in data governance for a major national carrier and brought with tremendous expertise, invaluable to the subcommittee knowledge base. All members welcomed Ms. Scraba onboard the subcommittee.

V. Presentation of Proposed Policies and Procedures

Joan Feldman and William Roberts presented a draft document addressing data governance topics for the composition of Policies and Procedures amendments regarding the structure, membership composition, policies and procedures for the proposed Data Release Group, and other components of the data release process. During the meeting, members requested clarification on quorum requirements and gave feedback on stakeholder representation to include in the Data Release Group. In addition, members asked various questions in an effort to understand the APCD Advisory Group as an entity, in terms of whether it was a committee with equal standing of the AHCT Board or an advisory group, as created by an act of the legislature. Because the bylaws of the Exchange required that any committee of the Access Health CT Board of Directors have a specific board composition, it was important to get a clear understanding of if and how the policies and procedures clarified what the APCD Advisory Group was in relation to the AHCT Board. Members asked for information on requirements for the creation of the Data Release Group and asked for Ms. Feldman, Mr. Roberts, or internal AHCT legal counsel, Susan Rich-Bye to confirm and explain the expectations around this. For instance, the APCD Advisory Group may have been required by way of statute to create or advise on the creation of the Data Release Group or the or the Data Privacy and Security Subcommittee may have been responsible for this role. If the Data Release Group was considered a subcommittee of either the APCD Advisory Group or the AHCT Board, clarification was needed to discern not whether the Data Release Group was subject to committee structure and governance requirements in the Exchange bylaws. Based on these concerns, Ms. Feldman, Mr. Roberts, and Ms. Rich-Bye agreed to look into whether the Data Release Group was bound to the AHCT Bylaws regarding committee composition, representation, or quorum requirements. Provided that these requirements did not apply to the Data Release Group, members advised that the number of members be adjusted from 11 down to seven to avoid challenges meeting quorum requirements. Additionally, members expressed concern that there was potential for APCD staff to control votes. Therefore, the subcommittee asked legal counsel to look into changing APCD staff to non-voting members of the Data Release Group and confirm that there was language to ensure that the Data Release Group was controlled by a form of oversight and corporate accountability.

VI. Next Steps: Timeline for Approval of the Policies and Procedures

Mr. Fontanella recommended that the changes discussed during the meeting be made, and presented to the APCD Advisory Group as Data Security and Privacy Policies and Procedures draft amendments. A copy of the document would be circulated to the APCD Advisory Group. The document required review by the APCD Advisory Group, amendments to be made as needed and then voted on by the AHCT Board of Directors before moving to a period of public comment. Questions about the timeline for approval of these amendments of the Policies and Procedures may be directed to Matthew Salner.

VII. Future Meetings

No future meetings were discussed at this time.

VIII. Adjournment

Mr. Fontanella asked for a motion to adjourn the meeting. **Jean Rexford motioned. Ms. Scraba seconded. Motion passed unanimously. Meeting adjourned at 11:00 a.m.**